

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Establishment – Higher Education Department – Permission to surrender 15 days E.L for encashment for the Financial year 2011-12 to Smt. S. Siva Naga Rajeswari, P.A to Special Secretary to Government and Eight other Staff members of Higher Education Department – Accorded – Orders – Issued.

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HIGHER EDUCATION (OP) DEPARTMENT

G.O.Rt.No. 813 ,

Dated 04-11-2011
Read the following:-

- Ref:- 1. Govt. Circular Memo No.14781-C/278/FR.I/2011, dt.22-06-2011.
2. From Smt. S. Siva Naga Rajeswari, P.A to Special Secretary to Government and Eight other Staff members applications, dt.Nil.
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In terms of orders issued in the reference first cited, the individuals mentioned in the Annexure to this order are permitted to surrender 15 days of Earned leave, as the case may be for encashment with effect from the dates mentioned against their names in the Annexure for the Financial Year 2011-2012. They have earlier availed this concession as shown in column No.3 and the balance of E.L after the present availment of encashment of EL is shown in Column No.6 of the Annexure.

2. The Higher Education (OP Claims) Department are requested to draw the pay and allowances for the number of days of Earned Leave Surrendered by the individuals for encashment and disburse the amount to the individuals.

3. The Deputy Pay and Accounts Officer, Secretariat Branch, Hyderabad is informed that necessary entries have been made in the Service Books of the individuals.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. D. SAMBASIVA RAO,
PRINCIPAL SECRETARY TO GOVERNMENT (incharge)

To:
The individuals concerned.
The Higher Education (OP-Claims) Department.
The Deputy Pay and Accounts Officer, Secretariat Branch, Hyderabad.
SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER.

Annexure to G.O.RT.No. 813 , Higher Education Department dated 04-11-2011

Sl. No.	Name of the Employee & Designation	No. of days Previously Surrendered & date	No. of EL's at Credit as on date	No. of days Surrendered & date w.e.f which surrendered allowed	Balance of EL at credit after present encashment
1	2	3	4	5	6
1	Smt. S. Siva Naga Rajeswari, P.A. to Special Secy. to Govt.,	15 days 02.11.2010	262	15 days 02-11-2011	247
2	Sri Mohd. Yousuf, Record Assistant	15 days 02.11.2010	300	15 days 02.11.2011	285
3	Sri B. Yadagiri, Record Assistant	15 days 02.11.2010	300	15 days 02.11.2011	285
4	Sri T. Swarnaraj, Record Assistant	15 days 02.11.2010	160	15 days 02.11.2011	145
5	Sri A. Venkat Raj, Record Assistant	15 days 02.11.2010	121	15 days 02.11.2011	106
6	Sri C. Nagaraju, Cycle Orderly	15 days 02.09.2010	231	15 days 02.11.2011	216
7	Smt. K. Durgaveni, Office Subordinate	15 days 02.09.2010	227	15 days 02.11.2011	212
8	Sri J. Narasimha, Office Subordinate	15 days 02.09.2010	242	15 days 02.11.2011	227
9	Smt. A. Prabha, Office Subordinate	15 days 02.09.2010	152	15 days 02.11.2011	137

Dr. D. SAMBASIVA RAO,
PRINCIPAL SECRETARY TO GOVERNMENT (incharge)

SECTION OFFICER.